

United States District Court and United States Bankruptcy Court
REQUEST FOR PHOTOCOPY OF COURT CASE
available by fax or mail from the
National Archives and Records Administration, Mid Atlantic Region, Philadelphia

MAIL ORDERS TO: NARA, 14700 Townsend Rd., Philadelphia, PA 19154-1096
FAX ORDERS TO: 215-305-2039 ORDER BY PHONE: 215-305-2020

Instructions. Follow the five steps below to obtain a case file copy via fax or mail. (Note: you may also review a case file on site. For on-site review, call or send us the case file information, tell us you want on-site review, and we'll call you when the file is retrieved. The review is free; copies made on-site cost \$.50 per page.)

1. Fill in your name, address, and a phone number where we can call you in case of a problem.

NAME _____ **PHONE** () _____

ADDRESS _____
(street) (city) (state / zip code)

2. Obtain case file information from the court where the case was filed and closed. ALL information is required.

COURT NAME/LOCATION _____

CASE FILE NUMBER _____ **CASE NAME** _____

FRC ACCESSION NUMBER _____

FRC LOCATION NUMBER _____

AGENCY BOX NUMBER _____ of _____

3. Order a complete case (up to 70 pages faxed or mailed) or a package. Bankruptcy package = the discharge, list of creditors (schedules D, E, F), and the original petition for individual cases only (not business or adversary cases.) Criminal package = judgment, indictment, and either sentence, probation, or commitment order. No package for civil case. Check yes or no for certification (mailed copy only). Request mail or fax delivery.

Please send (check one): _____ **COMPLETE FILE (\$35)** or _____ **PACKAGE (\$10)**

Certification (\$6)? _____ **YES** _____ **NO** **Send via (check one):** _____ **FAX** or _____ **MAIL**

YOUR FAX NUMBER (only if fax delivery requested) () _____

4. Enclose payment via credit card for faxed orders or credit card, check, or money order for mailed orders.

Check or money order enclosed for \$ _____ **, payable to National Archives Trust Fund.**

Charge to: (circle one) VISA MasterCard Discover American Express

ACCOUNT # _____ **EXPIRES** _____ / _____

5. Call, mail, or fax this order form to the number or address at top of form. We do not confirm that a fax was received; please use your fax reports. We will fax or mail your order within three business days. You may also arrange for express delivery at your expense. If we have a question about your request, we will call you.

Question? See the information on back, visit www.nara.gov, or call the Archives at 215-305-2020.

Frequently asked questions about court case files in NARA's Philadelphia Records Center.

Why are court case files in NARA's Records Center? NARA provides safe, secure, and economical records storage services for the courts. The regional Records Center in Philadelphia stores about 1 billion files from Federal agencies and courts. Among these files are closed court case files from Federal courts in Delaware, Pennsylvania, Maryland, Virginia, and West Virginia.

Why must I get case file, accession, and location numbers from the court before I contact NARA? NARA cannot provide you with information about the existence or location of a file, because the files belong to the courts. Only the courts maintain lists of case file names, which are then indexed to file numbers and locations. In cooperation with the courts, NARA offers public access services to provide faster retrieval. Without this service, you would have to request a case from the court and then wait for the court to retrieve the file from our Records Center.

What causes delays in servicing my order? Delays are caused by lack of complete case identifying information (obtained from the court); errors in the case identifying information: failure to include a phone number where we can contact you, lack of payment: credit card disapproval; illegible handwriting; and failure to include the fax number for fax orders.

How does NARA retrieve case files for public use? After you get ALL THE REQUIRED INFORMATION from a court, NARA staff knows where to find the file among the miles of record storage shelving in our warehouse. If any case information is missing or erroneous, we will probably not locate the file. If necessary, two different people will search for a file. Sometimes we also call the court for help.

What happens if you can't find my file? If we cannot find your file, we call you and you must re-check all the information with file court

How long does it take to retrieve, copy and send a file? After we receive a request. NARA staff log it in, verify payment. retrieve the file. and either copy and mail it or fax it to you within three business days.

What is the fastest way to get a copy? The fastest way to obtain a file is for you to call or fax your request and for NARA to fax the file copy back to you. Of course, for a fax transaction, you must pay by credit card and we must verify your payment. If you don't have a fax, an alternative way to speed up the process is for you to pay in advance for overnight delivery of your copied file or to pick up your copies.

Can I call NARA to check on my order? First, please do not call us to confirm that we received your fax transmission. Your fax machine can do that! A "confirming" call causes delays for everyone, including you. Our best advice is to wait three work days after we receive your fax order and seven days after we receive your mail order... you will have your copy by then! If you are in a rush and absolutely cannot wait, call us with your case file number about four work hours after you fax your order. If you mailed an order, you need to allow at least 3 days for NARA to receive your order. The number is 215-305-2000.

What if my file is more than 70 pages ? We will call you to explain your options. One option is an additional payment of \$.50 per page for each page over 70 pages. Alternatively, staff might suggest eliminating some pages.

Should I order a package or a complete file? You need to discuss your options with your attorney or the party who asked you for the case file information. NARA provides packages of selected documents that suffice for some reasons, but we cannot make the decision for you!

What hours are you open ? We are open 8:00 am to 1:30 pm. Monday through Friday except Federal holidays. Often a staff person is available earlier in the morning. No files tire retrieved after 3:30 pin. We also have voice snail for after-hours messages.

How do I get to the Records Center and where can I park? We are about 3 miles from I-95 (Woodhaven Road, Route 63 exit) or the Pennsylvania Turnpike (exit 28. Route I South) in northeast Philadelphia. Call us or visit our web site for directions. Parking is free. There is limited, local public transportation via SEPTA buses

What can I expect when I visit the Records Center ? Before you visit, we suggest that you confirm that we retrieved your file. Upon arrival, you will check in with security, be issued a visitor's badge, and be escorted to the research room. You may bring paper and pencil, laptop computers, or portable audio recording devices into the research room. All other items must be placed in a locker or returned to your car. You can order copies made while you wait, if you pay in advance by cash, check, or credit card. No copies will be made after 4:15 pm. Eating, drinking and smoking are not permitted in the research room. There is a snack room with vending machines in the building.